January 23, 1962

Mr. Richard H. Crompton
President - Treasurer
The Intercollegiate Broadcasting System
248 Swedesford Road
Malvern, Pennsylvania

Dear Dick:

A propos of our phone conversation of January 10, here is a resume of plans as they stack up so far on our end:

We will staff the registration which will take place on the second floor of Hendrie Hall, 165 Elm Street (see map). There will be tables set up and name tags available for member signatures. We will also distribute maps of the University and a schedule of events (which you will furnish on your end.) Our Technical Director is looking into the possibility of an equipment display with literature from the various companies which they should provide free-of-charge. I will also see about writing a personal letter of welcome with information about night-time entertainment and the like. From the surplus from the luncheon fee we should be able to furnish coffee and pastry, but we will have to check with you at a later time on this before making the arrangements.

The WYBC studios are on the ground floor of Hendrie Hall, and after the registration IBS members will be able to take a look at the operation. The location is convenient enough so as to be luring and small enogh so as not to be too time consuming. We will have men on hand to answer questions and to provide those interested with a Cook's Tour.

As to the morining and afternoon sessions we will await your specific plans before arranging halls. The most probable locations are indicated on the map.

As you suggested a flat fee of $2.00 should be charged for all those who want lunch. At the morning registration those who have paid will be given, a choice of either Mory's or Commons on a first-come-first-served basis. They will ten be issued a card to be presented at either one of the 2 places.

The full capacity at Mory's is 215 and the menu for the luncheon would include juice, soup, a main course of hamburger steak, dessert and coffee. Alcoholic beverages will be made available to all (on a separate pay-as-you-drink basis). The total cost of this lunch is $1.50 apiece leaving 50¢ for tips, coffee at registration, and any other incidental expenses. At the Freshman Commons a cafeteria lunchon will be served.

Those who want to eat here will help themselves to a menu which hasn't been definitely decided as yet. The total cost here would be $1.25---leaving 75¢ etc.

For the General Session following lunch we have secured Sprague Hall (Capacity 500). As I mentioned this hall is conveniently located and is ideal for the introduction of IBS officers, presentation of awards, welcoming and keynote addresses. The combined meeting should not be too long and would seem to me to be more suited to a hall such as this where people can comfortably listen to the procedings without the distractions of a "dining hall."

Overnight accomodations will be provided by the Hotel Taft. The hotel is big enough to handle an extra large turn-out. The rates are as follows: $4.50 for a double room, $6.00 for singles. The Taft must receive a full deposit two weeks previous to the 7th. I have arranged for several rooms to be left open for late entries but this deadline must be as strictly enforced as possible.

In the application which you will be sending out at a later date there should be included a $2.00 fee for luncheon at Mory's or Commons and a choice of $4.50 or $6.00 room accomodations for Saturday evening. (Encourage doubles). Between now and then we will look into any concerts that may be going on at Yale that evening and tickets for that might be included as a choice in their application.

We would like very much to hold one or two seminars on Sunday afternoon at the station on the topic of "College Radio." We will invite those who will be staying overnight to participate. Tapes of these seminars as well as the keynote speech will be made available to any IBS members who may want them.

Enough about us. I hope you will contact me as soon as you get any information on the number of sessions, their topics andwell as any insight on the success or failure in and around Washington. This should suffice for now. I will undoubtedly be getting more information on our end and most certainly it will be passed on to you. In the meantime I will look forward to hearing from you about any problems, questions, prospects and/or suggestions. Back now to exam studying.

Sincerely,

John H. Davison, Chairman
The Yale Broadcasting Company